

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: <u>DODE08022990</u>	DATE POSTED: <u>03/08/22</u>
POSITION NO: <u>244414</u>	CLOSING DATE: <u>03/28/2022 by 5 pm</u>
POSITION TITLE: <u>Programs and Projects Specialist</u>	
DEPARTMENT NAME / WORKSITE: <u>DODE/Office of Diné Y.O.U.T.H. - Shiprock, New Mexico</u>	
WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/> GRADE/STEP: <u>BQ63A</u>
WORK HOURS: <u>8:00am - 5:00pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u>                    </u> \$ <u>41,488.56</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>                    </u> \$ <u>19.87</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/> <u>                    </u>

**DUTIES AND RESPONSIBILITIES:**

Under general supervision, performing administrative functions that are of limited scope to ensure program goals and objectives are implemented and monitored, including budget planning, finance, policies and procedures, monitor expenditures, performance improvement, prepare correspondences, analysis, reports, and presentations. Responsible for the day-to-day operations of the Office of Diné Y.O.U.T.H. programs to ensure delivery of comprehensive services to youth including interaction with youth, and the development of youth in areas of employment, physical activity, educational pursuits, teamwork, leadership, active participation in community and family. Advocate on behalf of the Office of Diné Y.O.U.T.H. and attend various community meetings. Plans, develops, organizes, and may conduct in-service and related trainings for assigned staff and volunteers in areas of teamwork, leadership, and youth development. Establish and promote a network of partnerships with local educational and youth development organizations for support, integration, and coordination of efforts. May coordinate activities and services with other professional personnel such as those engaged in medicine, social work, therapy, psychology, and juvenile or youth work. Resolve the most demanding management and administrative problems that fairly standardized. Advises in the development of program activities. Acquaints management staff of the overall problems confronting the Office of Diné Y.O.U.T.H. Prepare required reports, statistics, forms, activity packets, proposals, and budgets. Chaperones youth on youth activities/events/trips. Transport personnel, participants, supplies, and equipment as necessary for work activities or various program sites. Provide and administers first aid treatment in emergencies.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A Bachelor's degree in Public or Business Administration or in a closely related field; or an equivalent combination of education and experience.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Within ninety (90) days of employment, obtain a Cardiopulmonary Resuscitation (CPR), First Aid Certification, Food Handler's Permit, Navajo Nation Vehicle Operator's permit, and Employee Identification card. Knowledge of modern principles and practices of public administration, procedures and practices; of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to project/program responsibilities; of budget and reporting systems, program analysis and performance measures; and of project/program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts; in preparing and developing documents and reports, computer databases and spreadsheet files; in oral and written communication; and in the collection, analysis and evaluation of information to arrive at sound conclusions and recommendations.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**